

**Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting
October 14, 2009**

Present: Bordman, Holtz, Kravetz, Macon, Meyer, Osthaus, Bohrer

Absent: None

Call to Order

President Bordman called the meeting to order at 7:30 p.m.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE OCTOBER 14, 2009 MEETING.

Moved: Kravetz; Second: Holtz

Ayes: Kravetz, Holtz, Bordman, Macon, Meyer, Osthaus

Nays: None

MOTION CARRIED.

Correspondence

A letter was received from Robert Toohey, Bloomfield Hills resident, requesting clarification on the reciprocal borrowing status of Bloomfield Hills residents.

- President Boardman directed Bohrer to send a succinct response stating the Library's policy on non-resident cards.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE SEPTEMBER 9, 2009 MEETING.

Moved: Kravetz; Second: Holtz

Ayes: Holtz, Kravetz, Bordman
Nays: None
Abstain: Macon, Osthaus, Meyer

MOTION CARRIED.

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE AUGUST 12, 2009 MEETING.

Moved: Holtz; Second: Osthaus
Ayes: Holtz, Osthaus, Bordman, Kravetz, Macon, Meyer
Nays: None

MOTION CARRIED.

Financial Report

The September 2009 and August 2009 financial statements were accepted. The investment report for the 2008/2009 fiscal year was accepted.

Director's Report

Director Bohrer reported on:

- The Library initiated a text messaging reference service on September 1, 2009.
- The Library is hosting a practicum student from Wayne State University's School of Information during the 2009 fall semester.
- An individual's library privileges were suspended due to theft of a library user's property, which is a violation of the Library's Rules of Conduct. The individual is also being prosecuted for the theft.
- Three individuals received warning letters for disruptive behavior, which is a violation of the Library's Rules of Conduct.
- In an effort to reduce operating costs, the Library moved from D3 to D4 service from Detroit Edison which will reduce electrical costs between 14-15% a year.
- The Metro Net Consortium's internet service contract was put out for bid in another effort to reduce operating costs. The new contract will save the Library \$922 per month for double the amount of bandwidth. Over the 3 year length of the contract, the Library will save over \$33,300.
- Dateline NBC visited the Main Library on September 23, 2009 taking footage of one of our residents using the Library for his job hunting efforts and education support. One of our "Tough Times" computer workshops was filmed and a library staff member was interviewed. Dateline NBC is planning to do a program on the state of the economy in Michigan in January 2010, which is the reason they are shadowing some Michigan residents impacted by job loss.

The September 2009 and October 2009 Director's Reports were accepted.

Accounts Payable

MOTION:

MOVE TO PAY ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$289,445.49 AND RATIFY EXPENSES INCURRED SINCE AUGUST 12, 2009 IN THE AMOUNT OF \$818,387.18.

Moved: Holtz; Second: Osthaus
Ayes: Holtz, Osthaus, Bordman, Kravetz, Macon, Meyer
Nays: None
MOTION CARRIED.

Review of Strategic Plan Components

The Board reviewed a draft of the updated strategic plan components, which maintains the integrity of the existing content/framework. The outdated service roles were replaced by service priorities and core values were added. The Board decided to prioritize the core values as well. The existing goals were stated in a more action-oriented, streamlined fashion. Library jargon was removed.

MOTION:

MOVE TO APPROVE THE UPDATED STRATEGIC PLAN FRAMEWORK TO BECOME EFFECTIVE WITH THE 2010-2011 FISCAL YEAR.

Moved: Kravetz; Second: Holtz
Ayes: Kravetz, Holtz, Bordman, Macon, Meyer, Osthaus
Nays: None
MOTION CARRIED.

2010 Holiday Closings

The Board reviewed the proposed holiday closings for 2010. Since the Christmas holiday closing falls on Friday/Saturday in December 2010, Director Bohrer suggested closing on the Sunday as well, which would reduce personnel costs.

MOTION:

MOVE TO APPROVE THE 2010 CALENDAR OF LIBRARY CLOSINGS WITH THE ADDITION OF DECEMBER 26, 2010.

Moved: Osthaus; Second: Meyer
Ayes: Osthaus, Meyer, Bordman, Kravetz, Holtz, Macon
Nays: None
MOTION CARRIED.

2010 Library Board Meetings

The 2010 schedule of Library Board meetings was reviewed. President Bordman suggested changing the September 2010 meeting to the third Wednesday of the month in order to avoid a holiday conflict.

MOTION:

MOVE TO APPROVE THE 2010 SCHEDULE OF LIBRARY BOARD MEETINGS WITH A CHANGE IN THE SEPTEMBER DATE FROM THE SECOND WEDNESDAY OF THE MONTH TO THE THIRD WEDNESDAY OF THE MONTH.

Moved: Holtz; Second: Osthaus
Ayes: Holtz, Osthaus, Bordman, Kravetz, Macon, Meyer
Nays: None
MOTION CARRIED.

Award Bid for Carpet Cleaning

The Board reviewed the five bids received for carpet cleaning services, vendor references and the staff recommendation. A mandatory pre-bid meeting was held in order to review expectations of the monthly/quarterly/annual schedule of carpet areas to be cleaned.

MOTION:

MOVE TO AWARD THE BID FOR MONTHLY/QUARTERLY/ANNUAL CARPET CLEANING SERVICES AT BOTH FACILITIES TO LOW BIDDER, DALTON COMMERCIAL CLEANING CORPORATION, AT AN ANNUAL COST OF \$12,375.00.

Moved: Holtz; Second: Osthaus
Ayes: Holtz, Osthaus, Bordman, Kravetz, Macon, Meyer
Nays: None
MOTION CARRIED.

Award Bid for Snow Plowing Services

The Board reviewed the bids received for snow plowing services at both facilities and the staff recommendation. The bid specifications now include a specific type of product to be used on the sidewalks/brick pavers. A mandatory pre-bid meeting was held to review expectations, particularly related to the Library's hours of operation.

MOTION:

MOVE TO AWARD THE BID FOR SNOW PLOWING SERVICES AT BOTH FACILITIES TO LOW BIDDER, ENGLISH GARDENS.

Moved: Osthaus; Second: Macon
Ayes: Osthaus, Macon, Bordman, Kravetz, Holtz, Meyer
Nays: None

MOTION CARRIED.

Friends-Only After Hours Event

The Friends of the Library requested permission to hold an event at the Main Library for their members only on the evening of Friday, April 23, 2010. They asked to use both the public and staff spaces to hold a scavenger hunt type program. There was Board discussion regarding the use of staff spaces.

MOTION:

MOVE TO APPROVE THE REQUEST FROM THE FRIENDS OF THE LIBRARY TO HOLD AN EVENT FOR THEIR MEMBERS IN THE PUBLIC AREAS OF THE MAIN LIBRARY ON THE EVENING OF FRIDAY, APRIL 23, 2010.

Moved: Osthaus; Second: Holtz
Ayes: Osthaus, Holtz, Bordman, Kravetz, Macon, Meyer
Nays: None

MOTION CARRIED.

The meeting was adjourned at 8:55 p.m.

Carol Kravetz, Secretary